

1 October 1970

**Minutes of the Second Meeting of the Agency Task Force for Improving,  
Reporting and Reducing Related Paperwork**

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1. The second meeting of the subject Task Force was held on 1 October 1970. [ ] attended as the substitute DD/S&T representative. All other regular members were present and the progress of the various Directorates was reviewed.
  2. The DD/S representative reported an inventory of 1946 reports to date and that preliminary estimates have been developed on cost per page of computer produced reports.
  3. The DD/P representative reported that component representatives had been designated and that the inventory was progressing satisfactorily with several exceptions. Costing is being developed on the basis of average grade of employees involved in producing the reports but will not include review and use time. It was reported that the volume of reporting had impressed at least two Division Chiefs who are planning reduction efforts.
  4. The substitute DD/S&T representative was not certain of progress in that Directorate and the Chairman requested follow-up information of action taken to date.
  5. The DD/I representative raised the question of whether reporting should be below Directorate level requirements. After discussion it was confirmed that the inventory should be extended to reports generated at the Office level.
  6. It was agreed that a listing of O/PPB reports would be furnished to various representatives and that costs of responding to these requirements would be included in the Directorate reporting.

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7. The question of how to respond to the savings target was discussed including the possibility of establishing an arbitrary percentage of the estimated total cost but no final decision was reached.

8. Previously established deadlines were confirmed and Chairman [ ] requested that representatives not hesitate to call if further questions develop.

(S)  
[ ]  
Executive Secretary

Distribution:

Chairman  
DD/I  
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